



Position Announcement: Program Manager

Posted: November 16, 2023

RVCC seeks qualified candidates for the position of Program Manager. Please review the full position announcement and application instructions below.

ORGANIZATION SUMMARY

The Rural Voices for Conservation Coalition (RVCC) is a network of over 80 community-based organizations and land management practitioners throughout the West. With over 20 years of success, RVCC works at the heart of public and private lands conservation through collaborative engagement, project implementation, and rural economic development. Through our three-pronged strategy of peer-to-peer learning, policy analysis and advocacy, and storytelling and communications, RVCC works with partners to advance approaches that support both land stewardship and rural community well-being. We work with rural community advocates, regional and national conservation organizations, business owners, environmentalists, county and state governments, researchers, federal and state land managers, and foundations. RVCC is guided by a Leadership Team (LT) of rural leaders and researchers and is a fiscally sponsored project of Wallowa Resources.

JOB SUMMARY

The Program Manager is responsible for developing, managing, and advancing core elements of RVCC's work related to land management, rural development, and stewardship economies in the rural West. The position works closely with the Coalition Director, the Leadership Team, fellow RVCC staff, and coalition partners to support RVCC's growth, projects, and services. Specifically, the Program Manager is responsible for the implementation of RVCC initiatives or program areas, including coordinating project development with the Coalition Director, RVCC staff, facilitating working groups, cultivating strategic relationships to expand the Coalition, and working with staff / contractors within program areas.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Leads the planning and implementation of assigned programs in alignment with RVCC's strategic plan. Program deliverables may include written analyses, case studies, guidebooks, virtual or in-person workshops, and peer exchanges related to program area(s).
- Designs and facilitates virtual and in-person events for the broader coalition, including sessions at the RVCC Annual Meeting, with assistance from RVCC staff, Coalition members, and the Leadership Team.
- Works with the Coalition Director and fellow RVCC staff to implement RVCC's goals and vision related to public and private lands management, rural development, and the advancement of stewardship economies across rural communities in the West.
- Works with the Coalition Director and fellow RVCC staff to develop project budgets and pursue new funding resources and partnership opportunities.

- Connects with other thought leaders, practitioners, and others working in the field to identify emerging topics and new opportunities.
- Develops and maintains positive relationships with strategic partners, coalition members, Leadership Team, and RVCC staff. Cultivates strategic relationships with agency and community-based partners and works to grow the coalition through outreach.
- Attends partner and agency led workshops and events on areas of mutual interest. Represents RVCC at conferences and webinars by leading sessions and sharing information about RVCC.
- Develops subject matter expertise, connections, and professional relationships in assigned program areas.
- Partners when appropriate with other RVCC staff on RVCC-wide materials, policy papers, communications, and newsletter items.
- Adheres to all RVCC policies. Effectively utilizes RVCC's electronic document management systems, and other Information Technology and Project Management systems, software, and platforms.
- Participates in regular team meetings and updates.
- Performs other duties as assigned.
- Must be able to pass a background check.
- Must be able to lift 40 lbs.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities.

- Experience working in or with rural communities and engagement in natural resources stewardship, management or policy is preferred.
- Demonstrated success in managing programs related to natural resources and/or rural community development.
- A Bachelor's degree in a relevant field or equivalent experience. Master's degree or equivalent professional experience preferred.
- Must consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, members of the public, partners, and community stakeholders.
- Excellent oral and written communication skills.
- Ability to effectively communicate with various audiences, including elected officials, legislative staff, partners, and funders.
- Ability to work effectively with many people, often remotely, and manage several projects and tasks at once.
- Ability to sense for new opportunities, bring new ideas, and think critically and strategically.
- Ability to work a flexible schedule, including occasional after-hours and weekends, as needed to attend events and meetings.

WORKING CONDITIONS

Environment and Physical Requirements: RVCC operates as a completely virtual office and remote work environment, we encourage employees to live throughout the western US and allow for flexibility to work outside those geographies as well. Regular interaction and periodic in-person engagement with the RVCC team is expected. The Program Manager position may involve moderate travel, including occasional overnight travel to field locations throughout the rural West and to Washington DC. Reasonable accommodations will gladly be made to enable individuals with disabilities to perform the essential functions of the position.

Hours: While exceptions may be permitted, standard working hours are expected to fall between roughly 7 am and 6 pm in any given time zone in the Continental US. This position works an average of 40 hours each week, Monday through Friday, but may sometimes be required to work extended hours, including occasional evenings and weekends. Flex time is permitted.

Other Duties and Responsibilities: This job description is a summary of the essential duties and responsibilities for this job, and does not necessarily represent an all-inclusive list of duties, responsibilities, tasks or procedures. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. Nothing in this description restricts RVCC's right to assign or reassign duties at any time.

Accommodation Statement: Essential job duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform the job successfully, an incumbent or applicant must possess the experience, knowledge, skills, and abilities to perform each essential duty and responsibility proficiently. If you require an accommodation in order to perform the essential duties and responsibilities of this job, please contact the RVCC Coalition Director.

Salary & Benefits: \$64,000-\$80,000 per year. Please note that the indicated salary range describes the full range for an incumbent in this position. Vacation and personal days, employer contributions to a pension plan, cell phone stipend, and an additional monthly stipend. This is a full-time, exempt position.

To Apply: Applicants must submit a cover letter expressing interest and identifying relevant competencies and experiences, together with a resume, and a list of at least three professional references to rvcc@ruralvoicescoalition.org. Application review will begin Monday, January 8, 2024.

For more information about RVCC, visit our website at www.ruralvoicescoalition.org.

RVCC is an Equal Opportunity Employer